

**CITY OF MATTOON, ILLINOIS**  
**EQUAL EMPLOYMENT OPPORTUNITY PLAN**

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**SECTION 1:           INTRODUCTORY INFORMATION**

**Policy Statement**

It is the continuing policy of the City of Mattoon to afford equal employment opportunity to qualified individuals regardless of their sex, race, creed, age, disability or national origin and to conform to applicable laws and regulations that prohibit discrimination in its programs and activities. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruiting, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, discipline, educational, social, and recreational programs. Additionally, it is the policy of this municipality to provide its employees a viable means for communicating and resolving grievances and complaints regarding unlawful discriminatory employment practices. Any employee of the City who fails to comply with this policy is subject to appropriate disciplinary action.

          /s/       David W. Cline            
David W. Cline, Mayor  
City of Mattoon, Coles County, Illinois  
Date of Update:       March 18, 2008  
Expiration Date:      December 31, 2009

**Equal Employment Opportunity Plan**

The purpose of an Equal Employment Opportunity Plan (an, “EEOP”) is to insure full and equal participation of men and women regardless of race or national origin in the workforce of an agency that receives federal grant funds. An EEOP is a comprehensive document that analyzes the agency's workforce in comparison to its relevant labor market data and all agency employment practices to determine their impact on the basis of race, sex, or national origin. The EEOP includes a written analysis that:

- Provides a statistical profile of the internal workforce by race, sex and national origin;
- Presents a breakdown of the available workforce in the community by race, sex, national origin, and job category;
- Compares these breakdowns to identify underutilization of minorities and women in the workforce, if any;
- Gives notice of specific objectives to address any findings of underutilization;
- Identifies problems in employment practices and procedures;
- Identifies specific corrective actions;
- Forms the basis of ongoing evaluation; and
- Discloses how the plan will be disseminated to all employees and to the general public.

The City of Mattoon, Illinois (the, “City”) receives grant funds from a variety of federal sources, including the Federal Emergency Management Agency, the U.S. Department of Justice, the U.S.

Department of Treasury, the U.S. Department of Housing and Urban Development and the U.S. Environmental Protection Agency.

The City is regarded as a “recipient agency” required to maintain an EEOP because it is a local unit of government, which has 50 or more employees, has received a total of \$25,000 or more in grants or subgrants and has more than 3 percent minorities in its service area population. The City’s minority population was 3.4% as of the date of the Year 2000 census.

Since the City has received more than \$1 million from the U.S. Environmental Protection Agency as a subgrantee of the Revolving Loan Fund of the Illinois Environmental Protection Agency, it’s expected that a current EEOP will be required for review by grantor agencies with applications for new federal grants.

This EEOP is current with workforce data as of June 30, 2007, which was submitted to the Equal Employment Opportunity Commission (EEOC) on December 12, 2007. The City is required to update its EEOP every two years. It will be scheduled for an update with workforce data as of June 30, 2009 that will be submitted to the EEOC not later than December 31, 2009.

### **Civil Rights Requirements**

ALL FEDERAL GRANT RECIPIENTS, REGARDLESS OF THE TYPE OF ENTITY OR THE AMOUNT AWARDED, ARE SUBJECT TO THE PROHIBITIONS AGAINST DISCRIMINATION IN ANY **PROGRAM OR ACTIVITY** AND MAY BE REQUIRED BY A GRANTOR AGENCY, THROUGH SELECTED COMPLIANCE REVIEWS, TO SUBMIT DATA TO ENSURE THEIR SERVICES ARE DELIVERED IN AN EQUITABLE MANNER TO ALL SEGMENTS OF THE SERVICE POPULATION AND THEIR EMPLOYMENT PRACTICES COMPLY WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS. 28 CFR §42.207 AND §42.301 ET SEQ.

Regulatory Definition: **Recipient** means any state or local unit of government or agency thereof, and any private entity, institution or organization to which Federal financial assistance is extended directly or through such government or agency (i.e., subgrantee or contractor of the recipient agency). 28 CFR § 42.202(n)

In circumstances when the City is the named recipient of a federal grant and will be passing through the financial assistance to a subgrantee or contractor, it may be necessary for the subgrantee or contractor to submit another EEOP with a specific focus upon the workforce of the subgrantee or contractor.

## **Profile of the Local Government**

The City of Mattoon, incorporated in 1857 is located in Coles County in east central Illinois on Interstate 57, 183 miles south of Chicago. It lies 27 miles north of Interstate 70, about midway between St. Louis and Indianapolis. The City presently occupies a land area of approximately 10 square miles. The City's population at the 2000 Census was 18,291 persons.

The City is a non-home rule municipality, which may adopt local ordinances to govern its affairs and provide services, but only if authorized by an enabling state statute. The City provides an extensive array of municipal services including public safety, public works, community development, health, welfare, cemetery, cultural and recreational services, a water and sewer utility as well as internal management support functions. The City is financially accountable for a Public Library, Police and Firefighter Pension Funds, which are reported separately within the City's financial statements.

The City operates under a commission form of local government. The city council, which has policymaking and legislative authority, consists of a mayor and four commissioners. The council members are elected on a nonpartisan "at large" basis every four years to a four-year term. The city council, among other things, is responsible for passing ordinances, resolutions and adopting the annual municipal budget. The council appoints persons to boards, advisory commissions and departmental directors.

In addition to their legislative functions, the mayor and commissioners have individual administrative powers and duties. The mayor is the chief executive officer of the municipality and responsible for police protection, economic development, and public affairs. One commissioner is responsible for finance and technology, another commissioner is responsible for public works and public improvements, another commissioner is responsible for fire protection, public health and safety, and tourism development. A fourth commissioner is responsible for the municipal water and sewer utilities, public property and cemetery and parks.

In 2001, the city council established a city administrator position by local ordinance. Departmental operations have been placed under the line management of a city administrator, who functions in a staff capacity and is equally responsible to the mayor and commissioners. The city administrator is responsible for carrying out the ordinances and policies of the city council, preparing and implementing the annual budget and personnel administration. Operating departments are organized in a manner that ensures a line of command answerable to the supervision of responsible elected commissioners, who are assisted by the city administrator and departmental directors in managing day-to-day operations of the municipality.

The city clerk has delegate responsibility for personnel management. The city clerk is responsible for document preparation and retention pertaining to job descriptions, employee classification and compensation, recruitment, selection, performance appraisal, discipline, grievances and termination. The Board of Fire and Police Commissioners is responsible for the appointment, promotion and discipline of Firefighters and Police Officers. Age and physical condition standards apply to these positions.

The following is an identification of current city officials and departmental directors, who may be responsible for federal grant management depending upon the functional character of the grant program or project.

### **CITY COMMISSIONERS**

David W. Cline, Mayor  
Randy Ervin – Fire Protection, Public Health and Safety & Tourism Development  
Joseph McKenzie – Public Works & Public Improvements  
Rick Hall – Public Property & Recreation and Cemetery  
David Schilling – Finance & Technology

### **CITY ADMINISTRATOR**

Alan Gilmore

### **CITY ATTORNEY**

J. Preston Owen

### **CITY CLERK**

Susan J. O'Brien

### **DEPARTMENT DIRECTORS**

City Treasurer	J. Preston Owen
Public Works Director	David Wortman
Police Chief	Dave Griffith
Fire Chief	Michael Chism
Community Development Coordinator	Kyle Gill
Public Works Superintendent	Chris Hartbank
Lake & Parks Superintendent	Kurt Stretch
Tourism Coordinator	Angelia Burgett
Library Director	Wenche Nonaas

The official name of the local government is "City of Mattoon, Coles County, Illinois, a municipal corporation". Its mailing address is 208 North 19<sup>th</sup> Street, Mattoon, Illinois 61938. Its main phone number is that of the City Clerk's Office, (217) 235-5654.

The annual independent audit of the financial statements of the City includes a federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available for public inspection in the City's separately issued Single Audit report.

The schedule of expenditures of federal grant awards reported in the Single Audit for the City's fiscal year that ended April 30, 2007 were as follows:

U.S. Department of Housing and Urban Development	675,644
U.S. Department of Justice	414,141
U.S. Department of Transportation	3,960
U.S. Environmental Protection Agency	49,627
Museum and Library Services	9,229
U.S. Department of Homeland Security	<u>73,188</u>
Total Federal Awards	\$ 1,255,789

### **Personnel Management & Operations Overview**

The previous EEOP articulated an objective of the City to employ a workforce that reasonably reflects the composition of the population within the boundaries of the municipality. Providing equal employment opportunity to all people regardless of race, color, region, sex, age, ancestry or national origin has been another objective.

The job level inventory compared to the workforce analysis in the previous EEOP showed “a slight underutilization of female employees in the category where women have historically not applied for positions, i.e. laborers, machine operators, police officers and firefighters.” It showed “an underutilization of minorities since the minority population in the area from where city employees are hired was very low (0.9% county, 0.9% city).” Statistics were not available at that time concerning minorities, older citizens and female percentages in the service area workforce.

The current administration of the municipality is not aware of ANY findings of discrimination by a federal or state court or administrative agencies against the City, its subgrantees or contractors.

It's been difficult to improve the utilization of women and minorities in the workforce over the last two years due to the economic recession. Coles County has seen a reduction in jobs with the closing of several major manufacturing facilities. As a result, residents have had less disposable income and the City has received less sales tax and state shared revenues. The City has established new positions for job skills that were not previously be carried out by the municipality.

Since the incumbent City Council assumed office in May of 2005, three persons have been appointed to management positions in the officials/administrators job category. Two were promoted from within the existing workforce; none were women, none were minorities.

## SECTION 2: THE CITY'S WORKFORCE

This section presents a statistical breakdown of the City's current workforce for each job category broken down by gender within each racial, color, and national origin group. It includes full and part-time employees. Blanks are counted as zero. This workforce data is as of June 30, 2007, which was submitted to the Equal Employment Opportunity Commission on December 12, 2007.

	Male							Female				
Job Category	Totals	W	B	H	A/PI	AI/AN		W	B	H	A/PI	AI/AN
Officials/Administrators	15 100%	13 86%						2 13%				
Professionals	22 100%	21 95%						1 5%				
Technicians	4 100%	3 75%						1 25%				
Protective Service	64 100%	55 86%						9 14%				
Para-Professionals	6 100%	1 17%						5 83%				
Admin Support	16 100%							16 100%				
Skilled Craft	20 100%	19 95%						1 5%				
Service / Maintenance	27 100%	26 96%	1 4%									
Totals	174 100%	138 79%	1 1%					35 20%				

### KEY

W – White

B- Black

H – Hispanic

A/PI – Asian or Pacific Islander

AI / AN – American Indian or Alaska Native

## SECTION 3: COMMUNITY POPULATION STATISTICS

Agencies are instructed to provide statistical breakdown (similar to that presented above) of the available community workforce for each job category broken down by gender within each racial, color, and national origin group.

The 2000 census labor data, broken into the eight EEO job groups required for EEOP preparation, is not yet available. Until that data is released, agencies are instructed to use 1990 census data for updating an EEOP. Since more up-to-date 2000 census data is available that shows Mattoon's population segregated by sex and race, it will be used for this update to the EEOP.

2000 Census Data  
City of Mattoon, Illinois

Subject	Number	Percent
<b>Sex:</b>		
Male	8,865	47.3%
Female	9,632	52.7%
<b>Race:</b>		
White	17,676	96.6%
Black	260	1.4%
Hispanic	232	1.3%
Two or more races	170	0.9%
Asian & Pacific Islander	77	0.4%
Some Other Race	75	0.4%
American Indian / Alaska Native	33	0.2%

**SECTION 4A: WORKFORCE UTILIZATION ANALYSIS**

Male						Female					
Job Category	W	B	H	A/PI	AI/AN		W	B	H	A/PI	AI/AN
Officials/Administrators Workforce	86.0%	0%	0%	0%	0%		13.0%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	38.7%	-1.4%	-1.3%	-0.4%	-0.2%		-39.7%	-1.4%	-1.3%	-0.4%	-0.2%
Professionals Workforce	95.0%	0%	0%	0%	0%		1%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	47.7%	-1.4%	-1.3%	-0.4%	-0.2%		-51.7%	-1.4%	-1.3%	-0.4%	-0.2%
Technicians Workforce	75%	0%	0%	0%	0%		1%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	27.7%	-1.4%	-1.3%	-0.4%	-0.2%		-52.7%	-1.4%	-1.3%	-0.4%	-0.2%
Protective Service Workforce	86.0%	0%	0%	0%	0%		14%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	38.7%	-1.4%	-1.3%	-0.4%	-0.2%		-38.7%	-1.4%	-1.3%	-0.4%	-0.2%
Para-Professional Workforce	17%	0%	0%	0%	0%		83%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	-30.3%	-1.4%	-1.3%	-0.4%	-0.2%		30.3%	-1.4%	-1.3%	-0.4%	-0.2%
Admin Support Workforce	0%	0%	0%	0%	0%		100%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	-47.3%	-1.4%	-1.3%	-0.4%	-0.2%		52.7%	-1.4%	-1.3%	-0.4%	-0.2%
Skilled Craft Workforce	95%	0%	0%	0%	0%		5%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	47.7%	-1.4%	-1.3%	-0.4%	-0.2%		-47.7%	-1.4%	-1.3%	-0.4%	-0.2%
Service / Maintenance Workforce	79%	1%	0%	0%	0%		20%	0%	0%	0%	0%
Community Population	47.3%	1.4%	1.3%	0.4%	0.2%		52.7%	1.4%	1.3%	0.4%	0.2%
Utilization	31.7%	-0.4%	-1.3%	-0.4%	-0.2%		-32.7%	-1.4%	-1.3%	-0.4%	-0.2%

The foregoing chart compares the City's workforce with that of the community population to determine if, and in what job categories, women and/or minorities (cross-classified by gender) are under-represented in the City's workforce.

This utilization analysis forms the basis for updating the EEO plan and is obtained by comparing the information presented in Section 2 with that in Section 3. The format is presented in terms of percentages. Utilization figures are determined by subtracting the percentages obtained in Section 3 from those obtained in Section 2. In other words as shown in the foregoing workforce utilization analysis chart, white females comprise 13% of administrator employees. White females make up 52.7% of the population. 52.7% is subtracted from 20%. The resulting figure, - 39.7%, is placed in the block on the utilization analysis for female administrators. This process is repeated for all categories of the EEO job categories. The higher the negative number in the rows titled "Utilization", the higher the under-representation of women and minorities in the City's workforce in that particular job category.

#### **SECTION 4B: UTILIZATION REVIEW NARRATIVE**

Community population statistics show that minority populations are very small in Mattoon:

- The African-American population is 1.4%;
- The Hispanic population is 1.3%;
- The Asian/Pacific Islander and American Indian/Alaskan Native populations combined are less than 1%.

The number and percentage of minority employees in the City's workforce is also very small. Minorities are under utilized in all job categories of the workforce except service / maintenance jobs, where only the number of male African-Americans employed resembles the community population.

***Women, however, are under utilized in every job category of the City's workforce except administrative support positions.***

Where minorities are less than 3% of the population of the service area of a local government, an EEOP must still be prepared, but the focus must be upon employment practices affecting women in the workforce. The City, however, will still attempt to increase the representation of all under utilized ethnic groups.

#### **SECTION 5: OBJECTIVES**

The City is committed to making its workforce profiles more closely reflect the community population. The primary objective of this EEOP is to increase the number of women in the workforce. Particular emphasis will be given to positions in the professional, technician, skilled craft and maintenance worker job categories of the workforce; where under-representation of women is more than 40%.

Since promotions are generally governed by collective bargaining agreements where preference is given for promotions to seniority and proficiencies of existing employees, for the period of this EEOP the focus will be upon recruitment practices for entry-level positions to ensure that women and members of all minority groups (regardless of sex) are receiving equal opportunity to secure employment.



## **SECTION 6: STRATEGIES TO ACHIEVE OBJECTIVES**

1. Provide training to members of the City Council, the Board of Fire & Police Commissioners and Departmental Directors on this Equal Employment Opportunity Plan and the consequences of failure to achieve its objectives.
2. Review job requirements and hiring procedures to ensure no unnecessary barriers exist that would deny equal employment opportunity to women and minorities in all job categories.
3. Use teams of existing women employees to establish a mentoring program to assist in the recruitment for women and minority hires and the further development of their job related knowledge and skills if such persons are hired.
4. Participate at job fairs, which target women and minorities
5. Encourage women currently in the workforce to take advantage of reimbursement for training expense that will increase job-related knowledge, skills and abilities.
6. Monitor progress toward the achievement of EEO objectives with another analysis of the workforce compared to the local labor market as of December 31<sup>st</sup> of each year.

## **SECTION 7: DISSEMINATION**

### External

- Continue to include the statement “The City of Mattoon is an Equal Opportunity Employer” on all job applications and postings.
- Post this update to the EEOP on the City’s web page.

### Internal

- Conspicuously post this EEOP on departmental bulletin boards throughout the City
- Periodically brief Commissioners and Departmental Directors to ensure they are familiar with the City’s EEO objectives.